



**DEFENSE THREAT REDUCTION AGENCY
USSTRATCOM CENTER FOR COMBATING WMD
STANDING JOINT FORCE HEADQUARTERS-ELEMINATION**

**ADVISORY & ASSISTANCE SERVICES SUPPORT TO THE
J10 NUCLEAR ENTERPRISE SUPPORT DIRECTORATE ORGANIZATIONS**

PERFORMANCE WORK STATEMENT

FY 2016-2021

Chg 1 – [25](#) Jul 2016

1.0 BACKGROUND

The Defense Threat Reduction Agency's (DTRA) mission is to safeguard the United States and its allies from global Weapons of Mass Destruction (WMD) threats by integrating synchronizing and providing expertise technologies and capabilities across all operating environments. The J10 Directorate capabilities are to develop, improve, and promulgate nuclear safety, security, accountability, control reliability, emergency/disaster response/recovery, training, transportation and storage, infrastructure, related technologies and research activities to U.S. and allied/partner forces, and U.S Federal and allied/partner governmental organizations.

J10 has far ranging support requirements due to the numerous initiatives and DTRA mission set requirements they support. Further, in numerous instances, the initiatives/programs have mutually beneficial outcomes and/or are interrelated to the extent that the research, findings, deliverables, studies, or other contractual services/deliverables from one organization have cross-Directorate effects and/or application. As a result, this support requires close coordination and integration across the J10 organization, and has close ties across DTRA at all levels (Branch to Directorate level), and with external stakeholders and partners in order to effectively and efficiently execute requirements, as appropriate. This acquisition therefore requires dedicated and unbiased A&AS Subject Matter Experts (SMEs) who shall serve as DTRA's "trusted agent," both internally and externally, in support of J10.

2.0 OBJECTIVE

The objective of this contract is to provide advisory and assistance services (A&AS) support to enables DTRA/SCC-WMD Nuclear Enterprise Support Directorate (J10)to researching, planning, designing, developing, implementing, integrating, testing, applying, and evaluating emerging and mature technologies and developing transitioning capabilities to DTRA customers.

3.1 SCOPE

The scope of this contract is to provide:

- Highly specialized and technical nuclear support integrated across Departments/divisions in the Nuclear Enterprise Directorate; other DoD, Federal and civilian organizations; and partner nations,
- Personnel with expertise relating to nuclear weapons and weapons systems in areas to include: safety; security, personnel reliability; emergency/disaster response; training; transportation and storage; infrastructure; related technologies and research activities;
- Personnel with expertise to manage, plan, organize, direct, conduct, track, evaluate and document assessments, exercises, and training projects; performing trend analysis;
- Personnel with expertise in the areas of: nuclear surety, safety, security, accountability, reliability, and control as it applies to the DoD and DOE nuclear weapons programs, to include DoD Logistics;
- Research, studies, technical writing and editing, process implementation and improvement;
- Modeling and simulation development and analysis;
- IT specialists to manage curriculum databases/servers
- Operational and technical support in developing, maintaining and executing training, knowledge management, experimentation, lessons learned, and doctrine programs;
- Outreach support;
- Personnel with expertise in the area of International Relations;
- The facilitation of interagency communications and the flow of information;
- Support and facilities to conduct local meetings and conferences;
- Develop, prepare, submit and justify business process documents;
- Technical performance, cost, and schedule analysis;
- Program documentation reviews and identify shortfalls;
- Acquisition and Program Management expertise/support;
- Services supporting the acquisition process within the guidelines of FAR 37.203(d); and
- High-level current and historical assessments of specific aspects of nuclear weapons stockpile management.

4. REQUIREMENTS

4.1 NUCLEAR ENTERPRISE SUPPORT DIRECTORATE

Provide nuclear enterprise support to the Department of Defense & Interagency stakeholders to ensure the safety, security, and effectiveness of the U.S. nuclear deterrent force and support to

countering weapons of mass destruction threats to the United States, allies and partners to make the world safer.

4.1.1. SUPPORT TO DIRECTORATE LEADERSHIP

4.1.1.1. The Senior Project & Contract Manager functions as a supporting element to assist J10 Leadership and shall have full authority to act for the contractor on all contract matters relating to daily operation of this contract.

Primary duties include:

- Development and implementation of J10 short and long term goals
- Strategic planning of J10 initiatives and the coordination of these efforts
- Advice and assistance in the development of J10 vision, goals and objectives
- Assist in identifying key issues and potential areas and opportunities where J10 can provide assistance, support, and/or recommendations to assist with internal/external customers' requirements/programs
- Oversee daily management of the contract to include manpower, budget, travel, and etc.

Knowledge, Skills, and Ability Requirements:

- Ability to work daily with Senior leaders
- Strategic forward-leaning thinker
- Articulate in all phases of contract management
- Ability to manage a large contract and empower subordinates

4.1.2. ADMINISTRATIVE SUPPORT

4.1.2.1. The Administrative Assistant functions independently and as back-up to the Executive Assistant and the Military Assistant in overseeing the J10 Front Office operations.

Primary duties include:

- Assist with the daily operation of the J10 Directorate Front Office
- Prepare briefing materials, papers, program plans, and other material
- Provide technical review of documents
- Assist with planning, organizing, executing, documenting and pre-, post-support of workshops, training, conferences and meetings
- Oversee Front Office calendars, taskers, office distribution

Knowledge, Skills, and Ability Requirements:

- Office administrative and organization skills
- Ability to work with Senior Leaders
- Command of the English language with exceptional technical review abilities (grammar, punctuation, etc.)

4.2. CONTINGENCY AND EXERCISES

Trains, advises, equips, assists, exercises and employs counter WMD support to Combatant Commanders

- NIMBLE ELDER Program: Provides CCMDs or other agencies as directed, with ability to search, locate, and identify radiological/nuclear threats by providing training, equipment, advice, and assistance to CCMDs designated Search Forces
- CWMD-T Exercise Program: Provides tailored exercise & training support to GCCs, TSOCs, CRFs, and partner nations to increase CWMD-T response capability

Customers: OSD, Joint Staff, CCMDs, Services, DoD Components, DOJ/FBI, DOE, DHS, DOS, and foreign partners

Basis for Requirement:

- SecDef-approved EXORDs, DEPORDs, and CONPLANs
- CCMDs Statement of Requirements
- DoD and CJCS Directives and Instructions
- NSPD-28, NSPD-46, 7500 series, etc.

4.2.1. NIMBLE ELDER SUPPORT

4.2.1.1. The Program Management and Acquisition/Financial Specialists provide program management support for the execution of current and future J10CE programs/initiatives and assist department leadership in the development and execution of current and future requirements

Primary duties include:

- Developing and coordinating Spend Plans and POM inputs
- Providing assistance/expertise in drafting/performing procurement activities to include market research, cost estimates, procurement planning, analyses of alternatives, past performance assessments
- Participate in meetings, IPTs, and related events, and shall produce Initial Strategy Session worksheets, Acquisition Strategy Review documentation, Acquisition Plans, Source Selection Memoranda, Procurement Packages, SOO/SOW/PWS, WBS, capability assessments, CDRLs, and related documents to support timely procurement of goods and services to support CWMD efforts.
- Assist in the financial/program monitoring, oversight and reporting (e.g., personnel travel; tracking commitments, obligations and expenditures; contractor cost data, burn rates, trends, shortfalls, personnel hours)
- Provide acquisition and technical/functional SME to support Source Selection Evaluation Boards involved in all manner of procurement competitions necessary for the conduct of CWMD efforts
- Assist/advise the Program Manager (PM) and Contracting Officer Representatives (COR) with weekly/monthly/annual requirements and closeout procedures.
- On the department's behalf, execute day-to-day coordination with the assigned J8C financial analyst to provide the department accurate accounting of

expenditures, obligations, unliquidated obligations, and real-time financial data.

Knowledge, Skills, and Ability Requirements:

- Expertise in Federal Government Acquisition (FAR/DFAR) and PPBE
- Ability to collaborate across a diverse workforce to achieve the objectives
- Skilled in providing financial details in understandable terms at all levels
- Ability to develop presentations and brief [Department](#) leaders

4.2.2. TRAINING/ EXERCISE SUPPORT

4.2.2.1. CWMD-T Exercise Specialist functions as the Contractor lead for organizing, coordinating, executing and providing support for CBRNE accident and incident response, and SOCOM WMD-T response.

Primary duties include:

- Organize, coordinate, execute and support meetings exercise planning, evaluation testing, studies, and crisis support or emergency response pertaining to CWMD-T operations and exercises to include providing support and administration to working groups, conferences, and pre-/post-meeting support
- Assist in the development, maintenance, execution and presentation of the CBRNE accident and incident response procedures and SOCOM WMD-T response procedures courses.
- Review, validate, assess, and assist in the development of CBRNE accident and incident response and SOCOM WMD-T response policy and procedures.
- Plan, organize, coordinate, execute and track multiple concurrent training, exercises, tabletop exercises (TTXs), workshops, seminars, meetings and conferences
- Review agreements, joint plans and other documents at the strategic, operational and tactical levels of command and control.
- Validate DoD and interagency policies, plans, and procedures through exercises.
- Assess DoD CWMD-T response policy.
- Oversee implementation and effectiveness of CWMD-T readiness through participation in and support to the WMD/CBRNE accident and incident response procedures and SOCOM WMD-T response Subcommittee and high-level interagency working groups and conferences.
- Provide support for facilitating interagency communications, training and aiding the Division to ensure cohesive, effective, and efficient responses to CWMD-T response across other Government agencies. Support includes, but is not limited to: providing instructors/facilitators for inter/intra-agency training, providing training materials, lesson plans, agendas, handbooks, etc.

Knowledge, Skills, and Ability Requirements:

- SME in CBRNE accident and incident response procedures
- SME in SOCOM WMD-T response procedures
- Possess the skills to design, plan and execute WMD-T exercises
- Experience producing technical reports and providing briefings to Senior leaders

4.3. NUCLEAR INSPECTIONS AND EDUCATION

Conducts nuclear surety inspections, oversight, and training & provides Counter-WMD and nuclear training and education

- Defense Nuclear Weapons School (DNWS) Program
 - Provide operators with training and education relating to:
 - Nuclear and Radiological Weapons
 - Nuclear Accident/Incident Response & Incident Command and Control
 - Chemical, biological, radiological and nuclear (CBRN) modeling
 - Explosive Ordnance Disposal in render safe operations

Customers: OSD, USD(AT&L), Joint Staff, Combatant Commands, Military Services (includes AF/10, OPNAV, AFIA, SSP, AFSC, AFNWC), Department of Energy, National Labs, other federal, state and local agencies, and NATO

Basis for Requirement:

- CJCSI 3263.05B, *Nuclear Weapons Technical Inspections*
- Memorandum for Secretaries of the Military Departments; Chairman of the Joint Chiefs of Staff; Director, Defense Nuclear Agency; Sep 1993 (DNWS Authority)
- ASD Memo Feb 10, 1993 (DNA Role in Joint Nuclear Weapons Training)

4.3.1. SUPPORT TO DNWS AND ALBUQUERQUE LEADERSHIP

4.3.1.1. Primary duties include:

- Serves as the DTRA Site Lead
- Serves as a liaison to the Program Manager in Fort Belvoir
- Provides support to the Department Chief, Division Chiefs and other government leadership as the Trusted Agent
- Assists in the development of briefing materials, papers, program plans and other materials
- Provides strategic planning and programming support
- Provides operational and technical support in developing, instructing and maintaining applicable course work/curriculum to include knowledge management (Distance Learning), experimentation, lessons learned, and doctrine programs

- Provides support in combating WMD and CBRNE research, training, and education; support efforts to integrate DoD training with universities and the national laboratories; support integration of university partners to operations within the DNWS; and provide technical reviews of articles written by others for incorporation into DNWS publications
- Assists DNWS leadership in formulating and articulating communications to the Assistant to the Secretary of Defense for Nuclear and Chemical and Biological Defense Programs, Department of Defense (DOD) Agencies, and military Services, as well as public academic institutions

Knowledge, Skills, and Ability Requirements:

- SME in combating WMD and CBRNE
- Demonstrated experience in management/oversight of curriculum development, course presentation/instruction and updating

4.3.2. EDUCATION AND TRAINING

4.3.2.1. The Nuclear Weapons Policy Instructors

Primary duties include:

- Assist the DNWS Nuclear Weapons Branch in teaching the Nuclear Weapons core curriculum which includes Technical Inspections, counter-proliferation surety, nuclear operations, and Nuclear Policy Course
- Delivers lectures to senior military and civilian audiences on a broad range of nuclear surety issues
- Provides classroom instruction on the history and development of U.S. nuclear weapons, management of the U.S. nuclear stockpile, the evolution of U.S. nuclear policy, and nuclear deterrence theory
- Provides tours of the DNWS' Nuclear Weapons Instructional Museum (NWIM) at the Secret//Restricted Data (S//RD) and Secret// Critical Nuclear Weapons Design information (S//CNWDI) level
- Develops technical briefings, information papers, and PowerPoint presentations for branch courses

Knowledge, Skills, and Ability Requirements:

- BA/BS required
- 5-10 years DOD/military experience with at least 3 years in a nuclear related field required.
- In-depth knowledge and a thorough understanding of nuclear policy, radiation detection, the theory of nuclear weapons design, nuclear materials production, radiological effects of nuclear weapons, blast and thermal effects of nuclear weapons, laws and treaties regarding nuclear weapons, nuclear proliferation, nuclear intelligence challenges, and the history and evolution of nuclear weapons.
- Previous instructional experience required; familiarity with technology-based training.

- Exercises a high level of training and development expertise and possesses a robust instructional knowledge base to educate managerial level and multi-Service personnel.
- Knowledge of, a thorough understanding of, and demonstrated skill in, the fundamentals of instructional design, needs assessments, design analysis, training, presentation, and principles of instruction.
- Ability to plan, develop, evaluate, revise and conduct courses, and to advise other instructors on nuclear weapons instructional matters.
- Ability to conduct research in relevant areas and give subject matter expertise advice to instructor cadre.
- Experience with MS Office tools (Outlook, Word, Excel, PowerPoint) required; experience in SharePoint a plus.
- Must have excellent written and oral communications skills and ability to brief senior leaders (i.e., flag and general officers or members of the senior executive service)

4.3.2.2. Nuclear Accident/Response Instructors

Primary duties include:

- Instructs incident response, how to respond to a nuclear weapons accident, and EOD in-residence, via Mobile Training Team and field training
- Mentors on instructional techniques and course management
- Evaluates current curriculum and identify the need for new or improved curriculum to include the planning, development, coordination, and teaching of existing and new DNWS curriculum, both within and outside of the DTRA
- Instructional modes to be used include In-Resident (IR), Distant Learning (DL), field training and exercises, and Mobile Training Team (MTT)
- Reviews curricula and programs for accuracy, completeness, currency, and compliance with applicable regulations; determine requirements for new courses; and plan and develop new courses
- Assists in the review of training provided by all agencies involved in the WMD community; develop new curriculum as needed. Research subject matter expertise available in the Military Services and civilian communities
- Assesses commercial off-the-shelf technology and its application to instruction. Develop and maintain a comprehensive, responsive knowledge base of countering Combating WMD and CBRNE information.
- Serves as a subject matter expert on WMD consequence prediction and assessment computer models
- Operates various computer models for WMD consequence prediction and assessment to include computer-based scenarios of radiological accidents and incidents; computer-based scenarios to illustrate and apply critical decision points; and computer-based scenarios to employ generic installation responses and managerial responses to WMD events
- Develops in-residence and Distant Learning courses at both the undergraduate and graduate level in support of the DNWS' program to provide current and future U.S. Government (USG) workforce members with qualification in matters

related to nuclear weapons, with special emphasis on policy and managerial issues.

Knowledge, Skills, and Ability Requirements:

- 10+ years DOD/military experience in Explosive Ordnance Disposal; graduate of NAVSCOLEOD.
- In-depth knowledge and a thorough understanding of nuclear weapons incident response; accident exercises (NUWAIX), experience in nuclear weapons security, emergency management, countering weapons of mass destruction (CWMD) planning and consequence management planning.
- Previous instructional experience required; familiarity with technology-based training.
- Exercises a high level of training and development expertise and possesses a robust instructional knowledge base to educate managerial level and multi-Service personnel.
- Knowledge of, a thorough understanding of, and demonstrated skill in, the fundamentals of instructional design, needs assessments, design analysis, training, presentation, and principles of instruction, curriculum development, exercise development and facilitation (FTX, TTX, etc.).
- Ability to plan, develop, evaluate, revise and conduct courses, and to advise other instructors on nuclear weapons instructional matters.
- Ability to conduct research in relevant areas and give subject matter expertise advice to instructor cadre.
- Experience with MS Office tools (Outlook, Word, Excel, PowerPoint) required; experience in SharePoint a plus.
- Must have excellent written and oral communications skills and ability to brief senior leaders (i.e., flag and general officers or members of the senior executive service).

4.3.3. PARTNERSHIP TRAINING AND EDUCATION PROGRAM (PTEP)

4.3.3.1. The Instructors

Primary duties include:

- Provides short-notice, tailored training and education to DTRA's customers, and advocates DTRA's capabilities
- Delivers lectures, seminars, discussion sessions, tabletop exercises and hands-on training on a broad range of WMD topics, including strategic, operational, tactical, and technical aspects of nuclear weapons, the U.S. strategic deterrent, WMD proliferation and counter-proliferation, WMD response and consequence management
- Performs research and analysis to develop technical briefings and informational papers on current terrorism and WMD threats, including presentations to the Congressional staff and national security organizations
- Provides tours of the DNWS' Nuclear Weapons Instructional Museum (NWIM) at the Secret//Restricted Data (S//RD) and Secret// Critical Nuclear Weapons

Design information (S//CNWDI) level

- Develops technical briefings, information papers, and PowerPoint presentations for branch courses.
- Conducts research and analysis
- Travel, as required, to customer locations
- Develops and produces movie clips showing nuclear weapon operations and activities in a variety of military career fields, and produces video and audio materials in a variety of formats.

Knowledge, Skills, and Ability Requirements:

- Demonstrated knowledge and experience in the WMD field to include, but not limited to, strategic, operational, tactical, and technical aspects of nuclear weapons; the U.S. strategic deterrent; WMD proliferation and counter-proliferation; WMD response; and consequence management
- Experience in classroom instruction to include Mobile Training Teams (MTTs) and distance learning
- Demonstrated experience developing videos and incorporating clips from motion pictures into presentations/videos

4.3.4. HEALTH PHYSICS TECHNICIAN AND TRAINING (HPTT)

4.3.4.1. The Health Physics Technical Instructor

Primary duties include:

- Serves as a Subject Matter Expert (SME) in Health Physics
- Provides health physics information and advice
- Assists with maintaining the division radiological occupational health program. Performs required radiological health training
- Provides advice on the health aspects of nuclear weapons and their effects
- Provides information and advice on special weapons effects and phenomena, multi-Service DoD/Department of Energy (DOE) response to national radiological emergencies, and support of command and control needed to respond to those emergencies
- Advises personnel on medical effects of attack by WMD. Instructs on short- and long-term medical effects of employment of WMD
- Develops, maintains, updates, tailors and instructs/presents technical and policy course modules.
- Conducts research and analysis
- Travel, as required, to customer locations
- Develops and produces movie clips showing nuclear weapon operations and activities in a variety of military career fields, and produce video and audio materials in a variety of formats.
- Identifies training requirements
- Plans, designs develops, evaluates, and maintains training courses and course modules
- Conducts instruction

- Reviews course critiques and maintains data for purposes of making course content changes
- Initiates course revisions and perform quality assurance checks

Knowledge, Skills, and Ability Requirements:

- Demonstrated, in-depth knowledge and working experience in the health physics aspects as it pertains to nuclear weapons and nuclear weapon effects
- Experience in classroom instruction to include Mobile Training Teams (MTTs) and distance learning

4.3.5. INSTRUCTIONAL DESIGN (e-Learning) AND COURSE DEVELOPMENT (IDCD)

4.3.5.1. The Instructional Design & Course Developers are responsible for developing wiring diagrams, flow charts and building content layout for the Learning Content Management System (LCMS) website and Distance Learning (DL) training courses.

Primary duties include:

- Performs Instructional Design (receive curricula, build the story boards ensuring all course objectives are clearly identified, verify all course tests and functions operate properly)
- Course Developer responsible for both in-residence and distance learning course maintenance, review, and development
- Handles modularization of courses, course standardization and course maintenance. Identifies new distance learning technologies and evaluates appropriateness for DNWS
- Works with Information Technology (IT) to develop Learning Content Management System (LCMS) infrastructure necessary to maintain online courses
- Ensures e-learning course reflect a logical flow; follow all regulatory requirements (such as Section 508 of the US Rehabilitation Act)
- Ensures newly designed course are cleared for appropriate release before providing to the programmers to incorporate into the website
- Ensures DNWS compliance with security policies, accreditation standards, and copyright compliance
- Develops plans to increase the program's ability to enhance course design and strengthen content delivery
- Conducts comprehensive evaluation of all phases of distance learning and outcome achievements
- Researches and implements plans to expand the methods of curriculum presentation in order to appeal students varied learning styles
- Responds to student and staff issues related to distance learning and communicate with staff and students regarding instructional stoppages or other distance learning problems
- Assists faculty in ensuring courses offered through distance learning meet the high educational standards of DNWS.

Knowledge, Skills, and Ability Requirements:

- Demonstrated experience developing in-residence and Distance Learning courses at

- both the undergraduate and graduate level
- Demonstrated experience using basic MS Office products, Storyline, Captivate and HTML5
- Remains current with the technology advances pertinent to assigned duties

4.3.6. NUCLEAR WEAPONS INSTRUCTIONAL MUSEUM (NWIM)

4.3.6.1. The Nuclear Weapons Curator supports the DNWS's Nuclear Weapons Instructional Museum (NWIM)

Primary duties include:

- Provides routine maintenance, restoration, corrosion control, and inventory management for all historical properties
- Identifies and provides recommendations on new exhibits and materials for incorporation into the NWIM
- Conducts daily guided tours and classroom instruction on the U.S. nuclear enterprise
- Provides DNWS instructors and staff training on NWIM policy and procedures
- Provides tours of the DNWS' Nuclear Weapons Instructional Museum (NWIM) at the Secret//Restricted Data (S//RD) and Secret// Critical Nuclear Weapons Design information (S//CNWDI) level

Knowledge, Skills, and Ability Requirements:

- Demonstrated experience inspecting, maintaining, storing, handling, and repairing nuclear weapons, weapon components, and using related test and handling equipment.

4.3.7. ADMINISTRATIVE SUPPORT (ADMIN)

4.3.7.1. The Administrative Assistants assists the Albuquerque Staff in the performance of their duties.

Primary duties include:

- Preparing briefing materials, papers, program plans, and other materials
- Provides technical review of documents
- Assisting with planning, organizing, executing, documenting and pre- post-support of workshops, training, conferences and meetings

Knowledge, Skills, and Ability Requirements:

- Demonstrated experience in MS Office, MS SharePoint
- Demonstrated experience in Military Evaluation Systems (all services), Military Training Systems (all services), Military Awards Systems (all services), Official Correspondences, Records Management
- Demonstrated experience in Office Administration

4.3.8. INFORMATIONAL TECHNOLOGIES (IT)

NOTE - Due to the extensive IT requirements, the Contractor has the flexibility to distribute duties and number of specialists required to support their approach as long as all requirements of the PWS are met.

- At a minimum, one individual fulfilling System Administrator functions and all individuals supporting Information Assurance functions are required to have a DoD Top Secret security clearance; the remaining individuals require, at a minimum, DoD Secret security clearance
- Core hours are between 0730 and 1630. To the greatest extent possible, contracted support is expected during these hours. A two-person presence is required outside core hours. Government-requested work performed outside those hours may be required; however, this would be an exceptional event (less than 4/year).
- No out-of-area travel is expected.
- Full-Time Coverage for every function/skillset (vacation periods, job vacancies, etc...) is expected.

The Defense Nuclear Weapons School - Information Technology (DNWS-IT) department currently maintains two unclassified Authority-To-Operate (ATO) networks to support Defense Threat Reduction Agency (DTRA) training missions for the Department of Defense (DoD), Local, State, and other Federal agencies.

DNWS Distance Learning System (DNWS-DLS) consists of an Internet-facing website with associated networking and database servers. The second network, the DNWSNET, is a Microsoft Active Directory Domain enclave that supports in-house classroom clients, e-Learning back-ups, in-resident coursework, the creation of audiovisual products, and serves as a test bed for content changes prior to implementing on DNWS-DLS. (NOTE: These networks are projected to be combined at a later date.)

DNWS-IT is in the process of implementing and eventually submitting an ATO for a stand-alone classified (secret) Microsoft Active Directory training network. It is expected to achieve ATO status in FY-16/17.

DNWS is a training environment. Being a 'school house', the DNWS-IT mission is not representative of a typical government IT Department. The following sections detail the diverse contractor functions/skillsets required to support our mission for in-residence and Distance Learning web-based training.

4.3.8.1. System Administrator(s)

NOTE - Only contracted personnel possess System Administrator privileges for DNWS networks. This implies all non-user functions lie within the scope of this Performance Work Statement and are expected to be performed by contracting personnel. Government personnel are knowledgeable in system administrator functions and serve to provide guidance, expertise, and direction where needed. Only basic System Administrator functions are required. There is limited vendor

software and no email services (no email account management) on either network. Internet access is provided by DTRA.

Primary duties include:

- System Administration
 - Administer the DNWSNET consisting of 16 servers (physical and virtual), 2 of which are VMWare hypervisors, 63 Windows clients, 8 switches (including 1 L3 switch), 5 printers (1 USB connected)
 - Administer the DNWS-DLS consisting of 2 physical servers and 2 switches.
 - Administer the classified stand-alone network is projected to be 22 clients (with combination of server/client operating systems).
 - Maintains 20 air-gapped laptop computers
 - Manage all functions of account administration in Active Directory
 - Typically, 155 accounts (user and privileged) are provisioned at any given time.
 - Includes creating/modifying/deleting staff accounts at a rate of 120/year and Student Accounts at a rate of 5000/yr. At this time, manual intervention for account creation/deletion is less than 10%. These functions are automated through scripts and typically require less than 10 minutes per batch, per week.
 - Provide real-time Service Desk for staff, instructor and classroom users. Typically, this amount to about ten (10) incidents per week and fifteen (15) password resets per week.
- Software Asset Management
 - Assess/review/update all client images monthly, and when required (meaning there are updates to SW, driver, OS, patch, etc...), generate a new image within 10 days of assessment
 - Generate a monthly Software Asset Management report to the Government IT lead (spreadsheet by email) with all relevant actions and information. This includes, but is not limited to: assessment details and completion, changes/updates performed, any new/updated software that requires the government purchase of new licenses.
- Hardware Asset Management
 - Maintain an accurate and updated inventory of all DNWSNET, DNWS-DLS, stand-alone (classified), and stand-alone (MTT/EOD) enterprise equipment.
 - Generate a monthly Hardware Asset Management report to the Government IT lead (spreadsheet by email) with all relevant actions and information. This includes, but not limited to: assets on-hand, lifecycle replacement information, and recommended replacement equipment within 6 months of end-of-life.
- File Server Back-ups
 - Creates/updates and implements a comprehensive file server back plan, to include full monthly back-ups and daily incremental back-ups. Verification of plan will occur at least monthly.
 - Generate a monthly File Server Back-ups report to the Government IT lead (spreadsheet by email) with all relevant actions and information pertaining to back-ups that were performed and verified.

- Log Reviews
 - Implement a process for SysLog Server and Website Log Event Monitoring and perform thorough daily reviews.
 - Addresses any abnormalities immediately to the IT lead
 - Generate a weekly Log Reviews report to the Government IT lead (spreadsheet by email) with all relevant actions and information. This includes, but not limited to: findings and actions to reduce or eliminate threats that are identified.

Knowledge, Skills, and Ability Requirements:

- Demonstrated expertise in print server, file server, active directory, web server functions, log review back-up, and real-time customer service are instrumental to success of a system administrator.
- At a minimum, System Administrators are required to have at least 1 year experience and must have a Security + certification within 60 days of position assignment.
- Successfully completed training in the server and work station operating system is the minimum requirement (provide course completion certificate).
- A Microsoft Certified Solutions Associate (MCSA) certification with 3 or more years of experience is highly preferred.

4.3.8.2. Information Assurance

NOTE - As with any government network, DNWS networks are required to follow Defense Information Assurance - Risk Management Framework (DIARMF) guidelines. As such, Information Assurance personnel should be able to apply this framework to school house networks, as well as identify and patch network vulnerabilities using DoD-approved systems and tools. Today, DNWS networks are scanned using the Defense Information Systems Agency (DISA) Assured Compliance Assessment Solution (ACAS) to identify vulnerabilities. Information Assurance Technicians/Managers require a variety of skillsets to effectively patch these networks.

Primary duties include:

- Vulnerability Management & Patching
 - Provide vulnerability management and actively support Certification and Accreditation (C&A) activities for DNWS-IT systems, to include: management, testing, and patching.
 - Assess ACAS daily and address new vulnerabilities;
 - Will be addressed within one week of issuance
 - “Addressed” is defined as patched, developing a plan of action & milestone (POAM) or Designated Approving Authority (DAA) Risk Acceptance (DRA) request, or noted as not applicable
 - Closed all vulnerabilities within one month of issuance.
 - NOTE - Due to the variety of skillsets that are required to patch vulnerabilities, it is unlikely that this contract will be able to provide in-resident skillsets to close all vulnerabilities. Reach-back capabilities to the DTRA/J6 in Fort Belvoir or to other corporate experts will be required to maintain these numbers

- Not having a resident skillset does not relieve the contract of closing vulnerabilities within a month
- Not having the required equipment (SW/HW) to close the vulnerability warrants an extension until such time that this equipment is purchased by the government.
- Generate a weekly Vulnerability Management & Patching report to the Government IT lead (spreadsheet by email) with all relevant actions and information. This includes, but not limited to: new ACAS findings, open and closed vulnerabilities, vulnerabilities open greater than 30 days, number of outstanding POAMs and DRAs, and required actions to reduce or eliminate POAMs identified
- Change Management & ATO maintenance
 - Enterprise Mission Assurance Support Service (eMASS) manages all information pertaining to network processes and ensures that ATOs are up-to-date. Contractors are required to have access to, and maintain, eMASS with regular, methodical reviews of each section throughout the year. As a guideline, one (1) category per week should be assessed and updated to ensure all enterprise procedures are accurate
 - Contractors will assist in the ATO renewal process (scheduled in 2017 for both networks) and Annual Security Reviews (ASRs) for ATO networks. In addition, contractor will assist with building ATO package for the training network

Knowledge, Skills, and Ability Requirements:

- At a minimum, Information Assurance personnel should be qualified in accordance with DoD Approved 8570 Baseline Certifications. Please reference <http://iase.disa.mil/iawip/Pages/iabaseline.aspx> for additional information
- Information Assurance Technicians (IAT) and Information Assurance Managers (IAM) are required to have one year of experience. Three years of experience preferred
- Demonstrate skillsets and experience in addressing the majority of vulnerabilities: Microsoft Windows Client/SQL/Server, RedHat, SSL, VMWare, SSH, SNMP

4.3.8.3. Network Administration

NOTE - Network administration ensures that Layer-2 and Layer-3 transmission services are working properly within the school house and to the J6 cloud. The school house relies heavily on J6 for Internet connectivity, firewall modifications, and routers/switches beyond DNWS networks. As such, close collaboration with the J6 in Albuquerque and National Capital Region (NCR) is required.

Primary functions:

- Establishing network specifications and recommending updates and changes
- Analyzing network traffic (availability/utilization) and diagnosing connectivity issues
- Ensuring network confidentiality, integrity, availability
- Switch/router administration
- Building/maintaining network topology diagrams
- Recommending lifecycle replacement of equipment

- Planning/modifying/implementing networking equipment and establishing connections, as required
- Routing Cable in the school house for new/existing workstations
- Application of appropriate Security Technical Implementation Guides (STIGs)

Knowledge, Skills, and Ability Requirements:

- At a minimum, Network Administrators should have a Network + certification with 1-year experience. A Cisco Certified Network Associate (CCNA) certified Network Administrator is preferred
- Individuals in this position need to be pro-active. Communications via telephone and email to entities outside the school house is critical to success

4.3.8.4. Video Teleconference (VTC) Manager/Coordinator/Technician

NOTE - Video conferencing is an essential service for DNWS staff and training functions. Currently, the DNWS maintains one mobile unclassified VTC suite (ISDN), four classified VTC suites at (IP) and two desktop VTCs

Primary functions:

- Serve as a scheduling POC for new VTC events (20/Month)
- Test and maintain all VTC suites and report to government on issues or items that need replacement
- Assist users with scheduled events
- Coordinate & troubleshoot connectivity issues with the J6 (for classified VTC) and Kirtland AFB base communications office (for ISDN)
- Recommend upgrades of outdated or obsolete suites

Knowledge, Skills, and Ability Requirements:

- Demonstrated experience setting up and overall management of the VTC functions.

4.3.8.5. Media & Visual Development

NOTE - Capture, build, and disseminate media material pertaining to all aspects of the Defense Threat Reduction Agency (DTRA) mission

Primary functions:

- Develop marketing, training, event, and official still photography and videography. Perform professional quality graphic editing to products using Adobe Creative Suite and WACOM Cintiq Display
- Create flyers, catalogs, posters, course logos, display sign slides, and banner.
- Perform mock journalist interviews with students at in-house or on-site training locations.
- Maintain all DNWS equipment pertaining to media & graphics (camera, media studio, plotters, photo printers, etc...)
- Maintain DNWS photo board
- Manage DNWS official social media websites (Facebook)

- Identify & Plan upgrades to media equipment, when required. Provide government IT representative with all information pertaining to required products in preparation for CIO approval and procurement
- Make sure media has been cleared through appropriate channels prior to release.
- Actively manage the media graphics file server: Perform annual reviews, back-ups, and delete obsolete media

Knowledge, Skills, and Ability Requirements:

- Demonstrated experience in graphics, photography and videography, and social media
- Demonstrated experience using Adobe Creative Suite and WACOM Cintiq Display

4.3.8.6. A/V Equipment Technician

NOTE - Each school house classroom and conference room utilizes audiovisual podiums to matrix video/audio through multiple input/output sources. In addition, there are 8 overhead projectors and 15 large screen displays

Primary functions:

- Serve as a POC for user issues associated with podium performance.
- Perform monthly maintenance & testing all A/V equipment. Understand and A/V wiring diagrams and ensure that podiums are wired to the baseline.
- Coordinate with vendors on issues pertaining to audiovisual capabilities that are not performing as expected.

Knowledge, Skills, and Ability Requirements:

- Demonstrated experience setting up and overall management of the A/V functions

4.3.8.7. Web-based Programmer & Support.

NOTE - The Learning Content Management System (LCMS) is the single most important tool at the school house in the performance of day-to-day staff, student and instructor functions. It also serves as the primary method to deploy marketing material for the Defense Nuclear Weapons School and performs student registration, e-Learning, and transcript repository functions.

Primary functions:

- Create, modify, update, and delete all aspects of the LCMS website
- Fix website bugs using a change management system (10/month)
- Develop new features/tools (2/month), new reports (2/month), and new dashboards
- Integrate Distance Learning into the website for existing and new course curricula
- Monitor logs, encrypt database content and secure connections to the website (1-hr/day)
- Transition new updates from development test bed to live servers
- Provide Service Desk functions and training (1-hr/day)
- Perform Sequel server queries (10/month)
- Service Desk & Account Management (10 trouble tickets/month)
- Manages the website whitelist: Add/Delete external customers/entities (.gov/.mil/.edu) for website access. (Note: Requires coordination with DTRA J6.) (2/month)

- Support to system administrators: Ensuring that STIGs do not break the website or database

Knowledge, Skills, and Ability Requirements:

- Expert knowledge developing custom code in Cold Fusion, Javascript, JQuery and HTML5
- Demonstrated experience using “What’s New With This Release”
- Expert knowledge in and ability to manage large and complex databases

4.3.8.8. Other

- Manage, maintain and document all aspects of DNWS's Information Technology resources, to include: Classroom support, course development, programming, e- Learning, system security/administration, and network engineering.
- Develop procedures, manage SharePoint content, attend meetings, and manage documentation retention.

4.4. MISSION ASSURANCE

Conducts DoD Mission Assurance and Survivability Assessment and provide training via mobile training teams (MTT)

- Joint Mission Assurance Assessment Program (JMAAP)
- Conducts mission-focused and risk-based assessments of installations and facilities to determine risk to mission(s)
- Conducts Mission Assurance Assessment training via MTTs

Customers: OSD, Joint Staff, Combatant Commanders, Services, Agencies DoD Components, others

Basis for Requirement:

- DoDI 3020.45 (JMAA, MTT)
- DoDI 3000.08 (BSA/Red Team)

4.4.1. TECHNICAL ASSISTANCE

4.4.1.1. The Strategic Planner/Analyst provides technical advice and assistance support to the department leadership and administrative support to the Balanced Survivability Assessment (BSA) Program.

Primary duties include:

- Conduct complex Gap Analysis in collaboration with JMAM personnel to identify gaps in assessments across all critical assets and NC3 assets
- Develop and maintain trend analysis data collection process in collaboration of J10MAS; prepare briefs to Joint Staff as required
- Maintain virtual library for BSA Leadership (Unclassified and Classified Networks)
- Perform duties as the NC3 BSA Mission Analyst; conducting mission decomposition for NC3 assessments, as required
- Assist NC3 team lead in preparing trends analysis for NC3 assessments conducted

by BSA and Red Team

- Perform Strategic Planning duties; Executive Strategy Manager (ESM) - Assist in management and reporting of J10MA Programs in the ESM system
- Assist in gathering data and answering EIS taskers as assigned
- Assist in addressing BSA request for information from agencies/offices outside of J10MA.
- Attend the Mission Support and Mission Analyst Meetings
- Attend the Mission Assurance Senior Steering Group Meetings
- Other meetings as tasked by the J10MA DDIR or J10MAM Office Chief

Knowledge, Skills, and Ability Requirements:

- Extensive knowledge of military operations
- Accomplished strategic planner; demonstrates proven experience in military planning and joint operations with major Command staff activities
- Prepares and coordinates plans, papers, directives, and reports, as required
- Understanding of J10MA assessment programs
- Possesses advanced military Staff/War College training, strong writing and briefing skills, and coaching and leading skills (desirable)
- Active TS/SCI required
- Strong attention to detail and organizational skills, team player
- Strong analytical and problem solving skills
- Bachelor's Degree required, Master's Degree highly desirable

4.4.2. PROGRAMMATIC/ANALYTIC SUPPORT

4.4.2.1. The Budget/Program Analyst assist the department leadership in the development and execution of current and future requirements.

Primary duties include:

- Developing and coordinating Spend Plans
- Providing assistance/expertise in drafting procurement documentation (e.g., Statements of Work/Performance Work Standards, Contract Data Requirements Lists, CLINS, etc.)
- Assist in the financial monitoring, oversight and reporting (e.g., personnel travel; tracking commitments, obligations and expenditures; contractor cost data, burn rates, trends, shortfalls, etc.)
- Assist/advise the Program Managers (PM) and Contracting Officer Representative (COR) with annual closeout procedures.

- On the department's behalf, execute day-to-day coordination with the assigned J4-8C financial analyst to provide the department accurate accounting of expenditures, obligations, unliquidated obligations, and real-time financial data.
- Support the Mission Support Cell in managing the department's financial and contracting matters

Knowledge, Skills, and Ability Requirements:

- Expertise in Federal Government Acquisition and PPBE
- Ability to collaborate across a diverse workforce to achieve the objective
- Skilled in providing financial details in understandable terms at all levels
- Ability to develop presentations and brief senior leaders

4.5 NUCLEAR LOGISTICS OPERATIONS

Responsible for policy and technical support for management and sustainment of the U.S. nuclear weapons stockpile

- Defense Integration and Management of Nuclear Data Services (DIAMONDS)
 - Provides/manages an integrated network system for DoD nuclear stockpile accountability and logistics sustainment reporting
 - Contains the DoD nuclear weapons stockpile database of record
 - Provides/manages DoD nuclear stockpile accountability to include Stockpile Emergency Verification (SEV) test and real-world emergency inventory capability
 - Writes, reviews, and implements all DoD nuclear weapon stockpile accountability reporting policies
 - Publishes/manages DoD nuclear stockpile planning and assignment policies
 - Verifies/validates all actions related to nuclear weapons reporting: hardware, software, processes, and procedures
 - Coordinates the resolution of all nuclear weapons related discrepancies via the Unsatisfactory Reports electronic module
 - Catalogs all nuclear weapons parts and federalizes all nuclear weapons spare parts
 - Provides electronic Joint Nuclear Weapons Publications (JNWPS) and the management/distribution of electronic JNWPS
- Unsatisfactory Reporting (URS)
 - Writes, reviews, and validates all technical procedures used by DoD agencies in maintaining nuclear stockpile
 - Coordinates the resolution of all nuclear weapons related discrepancies

Customers: OSD, DASD(NM), Joint Staff, CCMDs, Services, DOE/NNSA, National Labs and NATO

Basis for Requirement:

- Atomic Energy Act (and as amended)
- DoDD 3150.02 - Safety
- DoDD 5105.62 - DTRA Charter

4.5.1. The Computer Systems IV&V Engineer provides

Primary duties include:

- Perform new technology assessments and advanced concept development to ensure the stockpile management systems capabilities to meet emerging requirements
- Provide technical review assistance of current and future stockpile operations program activities
- Perform independent assessments of specific aspects of stockpile management system activities
- Provide expertise and support for impacts to the stockpile management program as a result of changes to enterprise-level information systems
- Attend relevant technical and programmatic meetings to assist in identifying technical alternatives and to perform analyses of technologies and products to support program planning and decisions
- Provide technical expertise during Government Acceptance Tests of new software/hardware and independent verification and validation of contractor developed software
- Author Business Case Analyses to support stockpile program management exceptions to policy

Knowledge, Skills, and Ability Requirements:

- M.S. degree required in either Industrial, Software/Systems Engineering or Computer Science from an accredited university -or- a B.S. degree in either Industrial, Software/Systems Engineering or Computer Science from an accredited university and 4 years of experience in industry in a related field is highly desired

4.5.2. The Information Technology IV&V Specialist provides

Primary duties include:

- Plan, develop, train, and monitor software development to operate within the guidelines of Capability Maturity Model Integrated (CMMI) processes
- Provide program management and technical support for planning, developing and refining life-cycle system designs and documentation
- Lead Independent Verification and Validation (IV&V) management for developed systems
- Perform stockpile management program Risk Assessment analyses and produce a Risk Assessment Report
- Conduct Engineering audits and subsequent report of findings identifying areas of improvement
- Author the Test Plan for the conduct of the Government Acceptance Test of contractor developed software and assist in the development of the GAT Analysis Report documenting the GAT results

Knowledge, Skills, and Ability Requirements:

- B.S. degree in either Industrial, Software/Systems Engineering or Computer Science required.
- Certificate of training in CMMI processes highly desired or equivalent industry experience may substitute

4.6. NUCLEAR SURETY

Provides expert and responsive DoD nuclear mission support in partnership with NNSA

- Nuclear Surety Program
 - Focal point for nuclear deterrence: policy & planning, modernization, senior leader focus in Nuclear Weapons Council (NWC), NWC Standing and Safety Committee, CBRN Survivability Oversight Group-Nuclear (CSOG-N), National Leadership Command Capabilities Exec Management Board (NLCC-EMB), USAF oversight, Congressional/Executive Branch studies & reports
 - Focal point for nuclear surety: nuclear and physical security RDT&E, MIGHTY GUARDIAN force-on-force exercises, NUWAIX Exercises & Incident/Accident training, Weapon Systems & Use Control Project Officer Group, EOD SteeringGroup, nuclear safety, policy support, Joint Theatre Surety Management Group
 - DoD lead for nuclear weapons incident response exercises and training

Customers: OSD, DASD(NM), Joint Staff, CCMDs, Services, Interagency, and NATO

Basis for Requirement:

- PPD-25
- NSPD-28 U.S. Nuclear Weapons Command, Control, Safety and Security
- DoDD 3150.08 – DoD Response to Nuclear and Radiological Incidents
- DOD Manual 3150.02, DoD Nuclear Weapon System Safety Program Manual
- DoDD 5105.62 - DTRA Charter
- DoDM S-5210.41M - Nuclear Weapon Security Manual
- DoD Manual 5210.42 - Nuclear Weapon Personnel Reliability Program
- DoD Directive O-5100.30, DoD Command and Control
- DoD Directive S-5100.44, Defense and National Leadership Command Capability (NLCC)
- Title 10, US Code Sec 179, The Nuclear Weapons Council
- DoD Directive 3150.01, Joint DoD-DOE Nuclear Weapons Life Cycle Activities
- DoD Instruction 5030.55, Procedure for Joint DoD-DOE Nuclear Weapons Life Cycle Activities
- DoD-DOE NWC document, “Procedural Guidelines for the Phase 6X Process”
- DoDI S 3150.07, Controlling Use of Nuclear Weapons
- CJCSI 3260.01, Joint Policy Governing Positive Control Material and Devices

4.6.1. USE CONTROL SUPPORT

4.6.1.1. The Nuclear Weapons SME provides technical expertise to support the Lead Use Control Project Officer and provides technical expertise to support the Controlling Authority (CONAUTH) for Permissive Action Link (PAL) logistics codes/key materials.

Primary duties include:

- Provide analytic support related to use control
- Provide support preparing and conducting symposia, workshops, and conferences
- Provide technical and administrative support for use control studies, evaluations & inspections
- Update and revise use control directives, plans, and other authoritative documents
- Perform surveys, assessments and other related duties in support of the controlling authority responsibility
- Provide analytic support evaluating unsatisfactory reports and technical publications
- Analyze and coordinate logistics codes/key requirements
- Provide support drafting logistics codes/key orders
- Update and revise associated technical publications and checklists in support of CONAUTH responsibilities
- Provide analytic support evaluating waivers and potential compromises involving logistics codes/key materials and recommending corrective actions
- Perform periodic assessments and other related duties

Knowledge, Skills, and Ability Requirements:

- Subject matter expert in DoD Use Control program, policies and activities to include ongoing activities with enhancements to nuclear weapons use control material and procedures to include logistics coding requirements during shipping, depot and delivery.

4.6.2. NUCLEAR WEAPONS SUBJECT MATTER EXPERT SUPPORT

4.6.2.1. The Nuclear Weapons SME provides subject matter expertise in all nuclear weapon issues, to include Nuclear Command and Control, for high level policy analysis and interpretation (Agency, Department, Congressional and Presidential) and associated activities or special studies/taskings/efforts concerning the overall nuclear deterrent enterprise

Primary duties include:

- Assist in the development and execution of studies and assessments;
- Attend forums as required
- Prepare briefing materials, papers, program plans, and other material
- Provide technical review of documents
- Critical skills availability and maintenance
- Policy updates when appropriate
- Nuclear enterprise model development and life extension support

Knowledge, Skills, and Ability Requirements:

- Subject matter expert in nuclear activities to include: 1) nuclear weapons delivery and Command, Control, Communications, & Intelligence systems design, operation, maintenance, testing, reliability, safety, use control, survivability, production, life extension, inactivation, storage, reactivation, augmentation, and retirement, including any implications or effects on stockpile

configuration, mix, or quantities

4.6.3. NUCLEAR WEAPONS PROGRAM SUPPORT

4.6.3.1. The Nuclear Weapons SME provides provide analytical, administrative, programmatic, planning, policy, and acquisition support to the overall nuclear weapons surety program.

Primary duties include:

- Provide analytical support as related to nuclear weapon physical security policy
- Participate in the development and execution of force-on-force exercises
- Assist in the oversight and management of Nuclear Security related programs, groups and committees
- Collect and analyze data during tests, evaluations and exercises
- Provide technical and administrative support coordinating meetings and conferences to include taking meeting minutes and preparing briefing materials

Knowledge, Skills, and Ability Requirements:

- Subject matter expert on the MIGHTY GUARDIAN force-on-force program, the Nuclear Security Enhancement Program, the Physical Security Enterprise and Analysis Group, and the Security Policy Verification Committee

4.6.4. NUCLEAR SURETY/NATO SUPPORT

4.6.4.1. The Nuclear Weapons SME provides support in monitoring weapons protection issues in Allied Command Operations and maintaining liaison with U.S. and NATO nuclear experts to identify surety issues.

Primary duties include:

- Prepare background materials, briefings and talking points, after action reports, drafting requests and summaries
- Attend meetings
- Assist with the planning, organizing, executing, documenting and pre-/post-support of workshops, exercises, training, conferences (excluding the collection of conference fees), and meetings

Knowledge, Skills, and Ability Requirements:

- Subject matter expert in U.S. and NATO nuclear policies to include participation in Joint Theater Surety Management Group, and the High Level Group

4.6.5. NUCLEAR WEAPONS SAFETY SUPPORT

4.6.5.1. The Nuclear Weapons SME provides support on Nuclear Weapons Safety and validates compliance with DoD Nuclear Weapons Systems Safety Rules

Primary duties include:

- Provide technical advice during Safety Reviews and Studies
- Author and coordinate changes to current or new DoD safety publications

- Advise on adherence to DoD Nuclear Weapons System Safety Standards
- Participate in Safety-related meeting, groups, committees, and etc.
- Support office management functions and requirements and other duties as required

Knowledge, Skills, and Ability Requirements:

- Subject matter expert on DoD Nuclear Weapons Systems Safety Rules.
- Experience producing technical reports and providing briefings to Senior leaders

4.6.6. NUCLEAR PHYSICAL SECURITY MODELING AND SIMULATION SUPPORT

4.6.6.1. The Modeling and Simulation Software Operator provides 3D modeling and simulation planning, administration, operation and analytical support to the overall nuclear weapons surety program

Primary duties include:

- Collect data, create, modify and update 3D models and data libraries
- Operating modeling and simulation software
- Analyze results
- Produce reports of model and simulation studies
- Utilize statistical modeling software incorporating 3D Auto Desk rendered terrain models with pH/pK data tables.
- Utilize AVERT (Automated Vulnerability Evaluation for the Risk of Terrorism software)
- Determine future physical security system effectiveness at DoD locations using statistical and physics based models
 - Models shall employ pathway and combat modeling, and can be used for table top exercises as well as site familiarization.

Knowledge, Skills, and Ability Requirements:

- Subject matter expert in the operation and use of 3D modeling software for physical security
- Experience in providing assumptions and analysis of modeling results
- Create and modify 3D terrain models, modify data libraries used by software engines, write behavior scripts to be used in models, add security features (equipment and personnel), initiate, monitor and complete software runs, and to extract data points from the software when runs are complete to be used for analysis

4.6.7. NUCLEAR WEAPONS TRAINING/ EXERCISES SUPPORT

4.6.7.1. The Nuclear Weapons Exercise Specialist functions as the Contractor lead for organizing, coordinating, executing and providing support for Nuclear Weapons Accident Incident Response Subcommittee (NWAIRS).

Primary duties include:

- Organize, coordinate, execute and support meetings exercise planning, evaluation testing, studies, and crisis support or emergency response pertaining to nuclear weapons operations to include providing support and administration to working

- groups, conferences, and pre-/post-meeting support
- Update and maintain accident/incident response website.
- Assist in the development, maintenance, execution and presentation of the nuclear weapon accident incident response management courses.
- Review, validate, assess, and assist in the development national and DoD nuclear weapon accident incident response policy and procedures.
- Plan, organize, coordinate, execute and track multiple concurrent training, exercises, tabletop exercises (TTXs), workshops, seminars, meetings and conferences
- Review agreements, joint plans and other documents at the strategic, operational and tactical levels of command and control.
- Validate DoD and interagency policies, plans, and procedures through exercises.
- Assess DoD nuclear weapon security policy.
- Oversee implementation and effectiveness of nuclear weapon incident readiness (interagency Nuclear Weapon Accident Incident Exercise, or NUWAIX) through participation in and support to the Nuclear Weapon Accident Incident Response Subcommittee (NWAIRS) and high-level interagency working groups and conferences.
- Provide support for facilitating interagency communications, training and aiding the Division to ensure cohesive, effective, and efficient responses to nuclear weapon accidents across other Government agencies. Support includes, but is not limited to: providing instructors/facilitators for inter/intra-agency training, providing training materials, lesson plans, agendas, handbooks, etc.

Knowledge, Skills, and Ability Requirements:

- Experience producing technical reports and providing briefings to Senior leaders
- SME in nuclear weapons accident and incident response procedures
- Possess the skills to design, plan and execute full scale nuclear weapons exercises

4.6.7.2. The Nuclear Weapons Incident Response Specialist assists in organizing, coordinating, executing and providing support for Nuclear Weapons Accident Incident Response Subcommittee (NWAIRS) and provides programmatic advice and assistance on nuclear weapons incident response to Division leadership.

Primary duties include:

- Organize, coordinate, execute and support meetings exercise planning, evaluation testing, studies, and crisis support or emergency response pertaining to nuclear weapons operations to include providing support and administration to working groups, conferences, and pre-/post-meeting support
- Update and maintain accident/incident response website.
- Assist in the development, maintenance, execution and presentation of the nuclear weapon accident incident response management courses.
- Review, validate, assess, and assist in the development national and DoD nuclear weapon accident incident response policy and procedures.
- Plan, organize, coordinate, execute and track multiple concurrent training, exercises, tabletop exercises (TTXs), workshops, seminars, meetings and conferences
- Review agreements, joint plans and other documents at the strategic, operational

- and tactical levels of command and control.
- Validate DoD and interagency policies, plans, and procedures through exercises such as NUWAIX.
- Assess DoD nuclear weapon security policy.
- Oversee implementation and effectiveness of nuclear weapon incident readiness through participation in and support to the Nuclear Weapon Accident Incident Response Subcommittee (NWAIRS) and high-level interagency working groups and conferences.
- Provide support for facilitating interagency communications, training and aiding the Division to ensure cohesive, effective, and efficient responses to nuclear weapon accidents across other Government agencies. Support includes, but is not limited to: providing instructors/facilitators for inter/intra-agency training, providing training materials, lesson plans, agendas, handbooks, etc.
- Assist in the development and execution of current and future requirements throughout the acquisition life cycle
- Providing assistance/expertise in the drafting procurement documentation (e.g. Statements of Work/Objectives, Contract Data Requirements Lists, and etc.)
- Assist in with financial monitoring, oversight and reporting (e.g. personnel travel; tracking commitments, obligations and expenditures; contractor cost data, spend rates, trends, shortfalls, and etc.)

Knowledge, Skills, and Ability Requirements:

- Experience producing technical reports and providing briefings to Senior leaders
- SME in US nuclear weapons accident and incident response procedures
- Possess the skills to design, plan and execute full scale nuclear weapons exercises
- SME in US nuclear weapons security response procedures
- Expertise in Federal Government Acquisition and PPBE

5. SUPPORTING INFORMATION

5.1. PERIOD OF PERFORMANCE

The period of performance for this effort shall be for one (1) year base period and four (4) one year option periods.

5.2. PLACE AND WORKING HOURS OF PERFORMANCE

The Government will provide up to 18 on-site working spaces at the DTRA Headquarters (DTRC), Ft Belvoir VA and up to 24 on-site working spaces at DTRA Facilities, Kirtland AFB, NM for support of this contract. Standard hours to support J10 operations are Monday-Friday, 0630-1900 hours (local) but may be adjusted by Task Managers. Contractor support may be required to work 24/7 during contingency operations.

5.3. FACILITIES

The Government will furnish all workspace, utilities, and office furniture for Contractor use unless otherwise specified in the individual task orders for on-site working spaces.

The Contractor shall provide facilities to support efforts which occur outside of DTRA facilities. Activities associated to this requirement include, but are not limited to:

- Administrative and Security staff in support of this contract
- Technical and Scientific staff not otherwise provided work space in DTRA or other DoD offices and locations

The contractor facility shall have available up to three meeting spaces with one meeting space given priority to J10. All meeting rooms shall have associated audio/video projection and teleconferencing capability. Meeting rooms and conference space shall be made available to non-J10 activities on a non-interference, no cost basis. Meeting spaces shall allow for reconfigurable seating (to include but not limited to: classroom, theater, conference table, hollow square, banquet style, chevron or "V" shape, and/or combinations) for a maximum of 25 persons with around the room wall seating for a minimum additional 25 persons.

The facility shall include those associated infrastructure components necessary to manage and technically support the J10 A&AS activities. This includes, but is not limited to, reception, visitor control, security, audio-visual equipment, office space for resident support staff, restrooms, coat closets, storage, coffee mess/kitchenette, and conferencing services capable of hosting up to five (5) simultaneous teleconferences.

There shall be adequate parking for meeting attendees beyond the A&AS staff members. The facility shall be located within 20-miles of DTRA.

The facility shall have sufficient Internet bandwidth in order for secure access to the DTRA Unclassified Network (UNET) via a commercial Internet service provider. All systems which access the DTRA UNET network shall be kept up to date with security patches and shall have the appropriate Virtual Private Network (VPN) client loaded to enable access.

In addition, the facility shall be able to operate on the DTRA Classified Network (SNET) and comply with the requirements identified in the National Industrial Security Program Operating Manual (DoD 5220.22-M) and the Defense Information Systems Agency DISN Connection Process. Offeror shall follow DoD and DTRA Information Assurance (IA) policy/instructions/guidance and coordination of all IA issues through the DTRA Senior Information Assurance Officer

5.4. GOVERNMENT FURNISHED EQUIPMENT (GFE)/GOVERNMENT FURNISHED INFORMATION (GFI)

The Government will provide all necessary office equipment for the Contractor to include, but not limited to: telephones, workstations, personal computers, ancillary items, and required LAN connectivity for all activities conducted at DTRA facilities. Contractors directly supporting this contract working off-site will be issued necessary IT equipment to support requirements. The Contractor will ensure all Contractor personnel are familiar with the DoD Joint Ethics Regulation and all applicable DTRA instructions regarding the use of government computers and telecommunication systems.

Government iPhones may be issued for OCONUS travel only. The employee will sign for the iPhone and return the device upon completion of travel. Other equipment such as laser range

finders, GPS, and cameras will be part of the team equipment and can be used by the contract employees during the assessments.

5.5. DOCUMENTATION

Contractor personnel will have access to applicable Government-owned documentation and technical data required for the performance of this contract. The Government will provide current applicable hardware, software, systems, and programming manuals.

5.6. TRAINING

Contractor personnel will be required to complete DTRA provided Mandatory Training that has been identified as a requirement for all contractors assigned to the Agency and those specific to the J10 Nuclear Enterprise Support Directorate Organizations. The government will provide position/job unique training required in support of this contract. This does not include certifications or any other prerequisite requirements listed in the PWS.

5.7. TELEWORK: Contractor personnel are authorized to situational-telework during inclement weather when the Agency authorizes telework for all other personnel. Additionally, contractors may telework as part of the Department's Continuity of Operations Standard Operating Procedure. The Government Program Manager (PM), the COR or the TM are the only personnel authorized to grant telework for contractors. Contract employees must receive formal/documented approval before commencing telework. The telework request must include a list of tasks to be performed while teleworking.

5.8. DATA RIGHTS: The Government will retain all technical data and associated license rights, and computer software and associated license rights in accordance with the contract clauses.

5.9. KEY PERSONNEL: Due to the unique qualifications of this contract, specific positions are considered key personnel for this contract. The contractor must provide written notification of intent to replace any of the key personnel and government personnel (PM, COR and/or TM) must be afforded the opportunity to review the resumes of potential candidates for these positions.

5.10. TRAVEL

Contractor personnel may be required to travel to perform the requirements of this contract. When travel is necessary, the contractor shall request authorization for travel from the Contracting Officer Representative (COR) or the Task Manager (TM). The Contractor shall provide a detailed estimate of any desired travel in advance in writing via memorandum or email. All travel shall be in accordance with the Federal Travel Regulation (FTR) and all travel shall be approved in writing via memorandum or e-mail prior to the contractor incurring any travel expenses and prior to any departure. The Contractor, in coordination with the Command or Agency staff, will make necessary arrangements for required visits.

5.10.1 HEALTH CONSULTATIONS FOR OVERSEAS TRAVEL

In accordance with DTRA/SCC-WMD Policy 12-01 dated January 11, 2012, contractor employees are required to complete a health consultation prior to departing on any overseas

travel required by any PWS or SOW issued. The health consultation should provide a basic evaluation of the employee's fitness to travel to the country/countries identified by the Government and should provide up-to-date information to the employee regarding the current health and environmental conditions in those locations. The Contractor will ensure that appropriate documentation of these consultations is maintained and available if required by the COR. The Contractor will provide documentation to confirm completion of this requirement by each employee for each overseas trip if requested by the COR.

5.11. SURGE AND REACH-BACK CAPABILITY

Contractor may be required to provide surge and reach-back capabilities for short suspense, high visibility taskings and may require re-prioritization of scope and staff to meet surge and reach-back requirements. This may include temporarily increasing staff to meet mission requirements.

6.0. PERFORMANCE REQUIREMENTS SUMMARY

The contractor service requirements are summarized into performance objectives that relate directly to mission essential items. The performance threshold briefly describes the minimum acceptable levels of service required for each requirement. These thresholds are critical to mission success. Contractor service requirements, performance metrics, and remediation plans are provided below.

Performance Objective	Performance Threshold	Method of Surveillance	Incentive/Disincentive
The Contractor shall provide complete and on time deliverables as described in PWS	Minimum Acceptable Level = 100% of deliverables shall be on or before the due date;	100% Inspection: Based on direct observation by the J10 A&AS PM, COR, and/or Task Manager (TM) and input/discussion with customers and stakeholders	Incentive = If Contractor meets or exceeds the performance threshold, it will contribute to a positive Schedule rating in CPARS and option exercise will be considered if funding available and need exists
The Contractor shall provide deliverables, written and or presented, in a clear, concise and technical accurate manner	Work Products are clearly written, in a visually appealing style, information is organized in a logical manner , content is relevant and the work product advances the goals of the program	100% Inspection: Based on direct observation by the J10 A&AS PM, COR, and/or Task Manager (TM) and input/discussion with customers and stakeholders	Incentive = If Contractor meets or exceeds the performance threshold, it will contribute to a positive Quality rating in CPARS and option exercise will be considered if funding available and need exists
The Contractor shall all special granted accesses are current and do not expire	Minimum Acceptable Level = 100% current	100% Inspection/Validated: Based on direct observation by the J10 A&AS PM, COR, and/or Task Manager (TM) and input/discussion with customers and stakeholders	Incentive = If Contractor meets or exceeds the performance threshold, it will contribute to a positive Management rating in CPARS and option exercise will be considered if funding available and need exists
The Contractor shall attend all required meetings as described in the PWS	Minimum Acceptable Level = 100% attendance at all required meetings	100% Inspection: Based on direct observation by the J10 A&AS PM, COR, and/or Task Manager (TM) and input/discussion with customers and stakeholders	Incentive = If Contractor meets or exceeds the performance threshold, it will contribute to a positive Schedule rating in CPARS and option exercise will be considered if funding available and need exists
Contractor personnel shall maintain required IA certification(s) described in PWS	Minimum Acceptable Level = 100% compliance	100% Inspection: Based on direct tracking by J10 A&AS PM, COR, and/or Task Manager (TM)	Incentive = If Contractor meets the performance threshold, it will contribute to a positive Management rating in CPARS and option exercise will be considered if funding available and need exists

			Disincentive = Personnel not in compliance will be removed from accessing the facility and program until certifications meet PWS requirements
Contractor shall maintain system certification and accreditation of the DNS system	Minimum Acceptable Level = 100% compliance	100% Inspection/Validation: based on direct observation from J10 A&AS PM, COR, and/or Task Manager (TM) and input/discussion with customers and stakeholders	Incentive = If Contractor meets the performance threshold, it will contribute to a positive Management rating in CPARS and option exercise will be considered if funding available and need exists
Contractor shall fill vacant positions with personnel possessing the skills and knowledge to function in work environment in less than 30 calendar days	Minimum Acceptable Level = 100% compliance	100% Inspection/Validation: based on direct observation from J10 A&AS PM, COR, and/or Task Manager (TM) and input/discussion with customers and stakeholders	Incentive = If Contractor meets the performance threshold, it will contribute to a positive Management rating in CPARS and option exercise will be considered if funding available and need exists
Contractor shall ensure no breach of Security occurs or information released without proper, documented authorization	Minimum Acceptable Level = 100% compliance	100% Inspection/Validation: based on direct observation from J10 A&AS PM, COR, and/or Task Manager (TM) and input/discussion with customers and stakeholders	Incentive = If Contractor meets the performance threshold, it will contribute to a positive Management and Regulatory Compliance ratings in CPARS and option exercise will be considered if funding available and need exists Disincentive = Personnel involved in breach will be escorted from facility and all accesses to the facility and program terminated.
Contractor shall maintain all DTRA training requirements for: ancillary training and for access permissions	Minimum Acceptable Level = 100% compliance	100% Inspection/Validation: based on direct observation from J10 A&AS PM, COR, and/or Task Manager (TM) and input/discussion with customers and stakeholders	Incentive = If Contractor meets the performance threshold, it will contribute to a positive Management and Regulatory Compliance ratings in CPARS and option exercise will be considered if funding available and need exists Disincentive = Personnel not in compliance will be removed from accessing the facility and program until certifications meet PWS requirements

Contractor shall provide the services identified in the PWS at the agreed upon cost.	Minimum Acceptable Level = 100% compliance	100% Inspection/Validation: based on direct observation from J10 A&AS PM, COR, and/or Task Manager (TM) and input/discussion with customers and stakeholders	Incentive = If Contractor meets the performance threshold, it will contribute to a positive Cost Control ratings in CPARS and option exercise will be considered if funding available and need exists
Contractor shall meet the Small Business goals identified the agreed upon Small Business Plan	Minimum Acceptable Level = 100% compliance	100% Inspection/Validation: based on direct observation from J10 A&AS PM, COR, and/or Task Manager (TM) and input/discussion with customers and stakeholders	Incentive = If Contractor meets the performance threshold, it will contribute to a positive Utilization of Small Business ratings in CPARS and option exercise will be considered if funding available and need exists

7.0. DELIVERABLES

The Contractor shall provide a limited warranty of the assessment and supporting documentation of deliverables. The Contractor shall respond to any inquiries regarding deliverables for one (1) year of deliverable approval date by the Contracting Officer (KO), PM, COR or TM. All Contract deliverables are described below.

Deliverable	Justification	Frequency	Medium/Format	Deliver To
Travel Request	Request travel authorization from TM	≥ 30 days of Travel	Emails or letters are acceptable. Requests will, at a minimum, identify contractor(s) traveling, travel location(s), dates of travel, length of stay at each location, and estimated total cost to be incurred by each traveler	PM or COR or TM
Monthly Progress Status, Mgmt and Financial Report	Provides the KO, PM, COR and TM status of work accomplished, management oversight and finances	≤ 15 calendar days after previous month	The report shall format and subject matter will be approved by PM and COR	PM, COR, and TM
Post Period of Performance (POP)/Completion Report	Provides the KO, PM, COR and TM with data in	≤ 60 calendar days after end of POP/Contract	The report shall include (a) the number of expended man-hours by individual (b) the Contractor's estimate of the total allowable costs incurred (c) the total cost invoiced and estimated underrun, if any	KO, PM, COR, and TM
Presentation Materials and Handouts	Enables PM, COR and/or TM the ability to review materials to be presented	≤ 14 calendar days prior to meeting for draft copy review < 7 Calendar days prior to meeting for final review.	Materials will conform with DTRA slide and presentation format (no contractor logo's, insignia,	PM or COR or TM

Deliverable	Justification	Frequency	Medium/Format	Deliver To
			trade names or symbols)	
Specialized Reports		On an “as required” basis.	Per PM, COR or TM as directed. Materials will conform with DTRA slide and presentation format (no contractor logo's, insignia, trade names or symbols)	PM or COR or TM
Conference/Meeting/Training Minutes/Report		Draft and final copies as directed by the Government's Technical Lead	Per PM, COR or TM as directed. Materials will conform with DTRA slide and presentation format (no contractor logo's, insignia, trade names or symbols)	PM or COR or TM
Conference/Meeting/Training Agenda	Enables PM, COR and/or TM the ability to review agenda prior to function	Draft and final copies as directed by the Government's Technical Lead	PM or COR or TM, in accordance with the original initiator of the request. Materials will conform with DTRA slide and presentation format	PM or COR or TM

Delivery method: Electronic, using standard and commonly available applications that best allow for easy viewing and sharing by Government personnel (e.g. MSWord; MS Excel; MS PowerPoint; Adobe PDF, etc.) as applicable.

8.0. ESTIMATED WORKLOAD DATA

This technical exhibit lists the historical workload data (hours previously performed by labor category). This page will be removed when contract is awarded.

PWS	Labor Category	Security Clearance	Duty Location	Estimated Quantity	Key Personnel	Funding (O&M / RDT&E)
4.1.1.1	Senior Project/Contract Manager	Top Secret	Contractor Facilities	1920 hours	Yes	100% O&M
4.1.2.1	Administrative Assistant	Top Secret	DTRA Facilities, Ft Belvoir VA	1920 hours	No	100% O&M
4.2.1.1	Budget/Program Analyst	Top Secret	DTRA Facilities, Ft Belvoir VA	5760 hours	No	100% O&M
4.2.2.1	CWMD-T Exercise Specialist	Top Secret	DTRA Facilities, Ft Belvoir VA	1920 hours	Yes	100% O&M
4.3.1.1	Senior Site Lead - Albuquerque	Top Secret	DTRA Facilities, Kirtland AFB NM	1920 hours	Yes	100% O&M
4.3.1.1	Deputy Site Lead - Albuquerque	This position was not a full-time position and was filled as an additional duty by an individual supporting another J10IE function (3.3.x.x)			Yes	
4.3.2.1	Senior Nuclear Weapons Policy Instructor	No Longer Required				
4.3.2.1	Nuclear Weapons Policy Instructor	Top Secret	DTRA Facilities, Kirtland AFB NM	1920 hours	No	100% O&M
4.3.2.2	Nuclear Accident/Response Instructors	Top Secret	DTRA Facilities, Kirtland AFB NM	3840 hours	No	100% O&M
4.3.3.1	Lead/Senior Instructor	Secret	DTRA Facilities, Kirtland AFB NM	1920 hours	No	100% O&M
4.3.3.1	Instructor	Secret	DTRA Facilities, Kirtland AFB NM	1920 hours	No	100% O&M
4.3.4.1	Health Physics Technical Instructors	Secret	DTRA Facilities, Kirtland AFB NM	3840 hours	No	100% O&M
4.3.5.1	Instructional Design & Course Developers	Secret	DTRA Facilities, Kirtland AFB NM	3840 hours	No	100% O&M
4.3.6.1	Nuclear Weapons Curator	Secret	DTRA Facilities, Kirtland AFB NM	1920 hours	No	100% O&M
4.3.7.1	Administrative Assistants	Secret	DTRA Facilities, Kirtland AFB NM	3840 hours	No	100% O&M
4.3.8	Lead IT Specialist	Top Secret	DTRA Facilities, Kirtland AFB NM	1920 hours	Yes	100% O&M
4.3.8	IT Specialists	Secret*	DTRA Facilities, Kirtland AFB NM	11,520 – 13,400 hours	No	100% O&M
4.4.1.1	Strategic Planner/Analyst	Top Secret	DTRA Facilities, Ft Belvoir VA	1920 hours	Yes	100% O&M

PWS	Labor Category	Security Clearance	Duty Location	Estimated Quantity	Key Personnel	Funding (O&M / RDT&E)
4.4.2.1	Budget/Program Analyst	Top Secret	DTRA Facilities, Ft Belvoir VA	1920 hours	Yes	100% O&M
4.5.1	Computer Systems IV&V Engineer	Top Secret	Contractor Facilities	1440 hours	Yes	50% O&M / 25% RDT&E
4.5.2	Information Technology IV&V Specialist	Top Secret	Contractor Facilities	1920 hours	Yes	100% O&M
4.5.3	Nuclear Weapons SME	No Longer Required				
4.6.1.1	Nuclear Weapons SME	Top Secret	DTRA Facilities, Ft Belvoir VA	1920 hours	Yes	100% O&M
4.6.2.1	Nuclear Weapons SME	Top Secret	DTRA Facilities, Ft Belvoir VA	1920 hours	Yes	100% O&M
4.6.3.1	Nuclear Weapons SME	Top Secret	DTRA Facilities, Ft Belvoir VA	1920 hours	Yes	100% RDT&E
4.6.4.1	Nuclear Weapons SME	Top Secret	DTRA Facilities, Ft Belvoir VA	960 Hours	Yes	100% O&M
4.6.5.1	Nuclear Weapons SME	Top Secret	DTRA Facilities, Kirtland AFB NM	1920 hours	Yes	100% O&M
4.6.6.1	Modeling and Simulation Software Operator	Top Secret	DTRA Facilities, Ft Belvoir VA	1920 hours	Yes	100% O&M
4.6.7.1	Nuclear Weapons Exercise Specialist	Top Secret	DTRA Facilities, Ft Belvoir VA	1920 hours	Yes	100% O&M
4.6.7.2	Nuclear Wpns Incident Response Specialist	Top Secret	DTRA Facilities, Ft Belvoir VA	1920 hours	Yes	100% O&M

* See para 4.3